


# WHAT TO EXPECT ONCE PROJECT IS ADVERTISED

## BIDDERS

- ☐ Will Pick Up Bid Documents  
Some Smaller Bidders May ask for Bid Packet Only (Distribute and No Cost)
- ☐ Will Give Plan Deposits;
- ☐ Will Request Bid Documents by Mail

## AWARDING AUTHORITY

- ☐ Lists **WHO** Picks Up Plans;
    - NAME
    - ADDRESS
    - PHONE NUMBER & (FAX)
    - CONTACT PERSON
    - GENERAL or SUB? SPECIFY TRADE
    - KEEP RECORD OF PLAN DEPOSIT
  - ☐ Mails Plans when Requested
  - ☐ Sends List To CENTRAL REGISTER;
    - **Weekly**
    - **Use Central Register Online Process**

[Publications and Regulations: Information About The Central Register](#)
  - ☐ Has Update Statements and Contractor Qualification Statement (CQS) Forms Available for Bidders Upon Request; M.G.L. c.149 §44D
  - ☐ Answers Questions (**This may be delegated to Architect**);
  - ☐ Coordinates Site Inspections with Architect;
  - ☐ Conducts Pre-Bid Conference with Architect;
  - ☐ Receives Mailed Bids;  

  - ☐ Receives Hand Delivered Bids
- } Keep them in a safe secure place
- } Don't forget to take them to the Bid Opening!!